

Staffing Guide

Position Description			Hotel Group Coordinator		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation <u> x </u> • Occupancy Rate <u> </u> • Seasonal/Peak Workload <u> x </u> 	<ul style="list-style-type: none"> • Staff Supervised <u> </u> • Facility Layout <u> </u> • Facility Size <u> x </u> 	<ul style="list-style-type: none"> • Facility Age <u> </u> • <u> </u> <u> </u> • <u> </u> <u> </u> 		
Workload/Staffing Comments:					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	*	1 (NF-2)	1 (NF-2)
Alternate Staffing Standard (If Required)	None	None	None	** 1 additional (NF-2)	** 1 additional (NF-2)
Explanation of Alternative Staffing Standard: ** Expansion to meet peak/seasonal demands should be accomplished by temporary reassignment of Desk Clerks, Reservation Agents or Telecommunications Operations. This position based on increased seasonal workload. Should additional staff be needed, they should be flex or seasonal employees.					
Staffing Standard Footnotes: * Position authorized at Large operations with 299 rooms or less. At Large operations with 300 + rooms function performed by Reservation Manager.					